Received files on 2/12/2014

* Files were received from Latin American studies liaison, who had in turn received them from Fr. Peter Hinde in August 2012 on a CD. Librarian then ripped the files from the CD and kept them on her computer, making copies for herself and others. These files were finally transferred to the RGHC archivist on 2/12/2014 from a flash drive directly into a folder on the shared archives LAN.
* Files created by Fr. Peter Hinde and Sister Betty Campbell during course of work with Casa Tabor in Ciudad Juarez, Mexico.
* Files appear to have been burned to CD directly from computer hard drive, including a few applications and other files that would not ordinarily be chosen by user for copying (in addition to work files, the user also included applications, empty folders, and file types that seem to have been copied during a data dump rather than by design)
* At this point unknown: what software and hardware was used to create the files (suspect Windows PC due to some of the folder and file names), the location of the original media, how many times and in what manner the files were replicated

Types of file formats included

* Microsoft Word 97-2003 Documents
* Microsoft Excel 97-2003 Worksheets
* Microsoft Access database
* WinZip files
* Windows Installer Package
* DL\_File
* Launch U3 application
* BI\_Files
* Setup files
* VX\_Files

Types of materials included

* Articles and reports
* Book reviews
* Correspondence, personal and work related
* Downloads
* Fliers
* Topics for talks
* Copies of newsletter
* Records of various sessions
* Press releases
* Speeches
* Lists of members and volunteers
* Fundraising letters
* Homilies

What has been done so far:

* Aug 2012: Transferred via CD from PH to MM
* Aug 2012-Feb 2014: MM copied files from CD to computer hard drive and to flash drive; created multiple copies for others over this period
* Feb. 2014: MM copied files from flash drive to shared drive on archives/spec coll LAN
* Feb. 2014: CW created accession record in PP for the new accession
* April 2014: CW copied files to separate folder to create “working copy” for purpose of this evaluation; this changed the time stamps on component folders but did not change those of individual files
* April 2014: CW browsed through contents of folders and made list of file formats and document types

Size:

* 390 MB
* 2010 files

Important files:

* Original correspondence and writings
* Early years of newsletter not documented in processed paper collection